



FRAMLINGHAM TOWN COUNCIL RISK ASSESSMENT AND PROCEDURE RECORD (See Guidance for performing and reviewing Risk Assessments)

HSBC CREDIT CARD

Finance Committee- Cllr C Eastwood – November 2021

Approved Full Council: 2022/01/06

Topic	Risk Identified	Frequency + Severity = Risk Rating			Management of Risk	Adequate Y/N	Suggested improvements	Action
Accounts	Abuse of funds	2	3	5	Delegated responsibility to Town Clerk/RFO by Full Council resolution (Authority under LGA 1972 S101 (a)). Maximum credit limit of £1500. No cash advance. Separate payment sheet with invoices and card statement. Pre-authorized payments within budget or in an emergency subject to Standing Orders. SALC advice sought.	Y		Review annually
Card	Loss of card	2	3	5	Card is stored in locked draw or cupboard, except when in use.	Y		
Card	PIN code is compromised	2	3	5	A record of the PIN is kept only in a secure (locked) location, and not with the card itself. The PIN is not disclosed to anyone not authorised to use the card.	Y		

A Risk Rating of 5 or more requires further action

Risk Rating Scores:

Probable Frequency

1. Improbable
2. Possible
3. Occasional
4. Frequent
5. Regular
6. Common

Severity

1. Trivial injuries
2. Minor injuries
3. Major injury to one person
4. Major injuries to many people
5. Death to one person
6. Multiple deaths